



David B. Cohen
Mayor

CITY OF NEWTON, MASSACHUSETTS

Department of Planning and Development

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Public Hearing Date: July 11, 2006
Land Use Action Date: **T.B.D.**
Board of Aldermen Action Date: September 18, 2006
90-Day Expiration Date: October 9, 2006

TO: Board of Aldermen

FROM: Michael Kruse, Director of Planning and Development
Nancy Radzevich, Chief Planner
Robert Merryman, Senior Planner

SUBJECT: Petition #317-03(5) CITY OF NEWTON/CHESTNUT HILL SHOPPING CENTER LLC/C&R REALTY TRUST, DANIEL E. ROTHENBERG & JULIAN COHEN, TRUSTEES petition for a Special Permit/ Site Plan Approval to remove three parking spaces at 33-55 BOYLSTON STREET, Ward 7, CHESTNUT HILL, to allow the installation of a bio-retention area to improve the quality of stormwater runoff going overland into Hammond Pond in furtherance of the *Hammond Pond Stormwater Management Grant* to the City of Newton, on a portion of the land known as Sec 63, Blk 37, Lot 26, containing approximately 381,805 sf of land in total in a district zoned BUSINESS 1.

Petition #317-03(6) CITY OF NEWTON/CHESTNUT HILL SHOPPING CENTER LLC/C&R REALTY TRUST, DANIEL E. ROTHENBERG & JULIAN COHEN, TRUSTEES petition for a Special Permit/ Site Plan Approval for adjustments to and partial relocation of preexisting parking and nonconforming parking stalls along the shoreline of Hammond's Pond to allow the installation of a bio-retention area to improve the quality of stormwater runoff going overland into Hammond Pond in furtherance of the *Hammond Pond Stormwater Management Grant* to the City of Newton, at 33-55 BOYLSTON STREET, Ward 7, CHESTNUT HILL on a portion of the land known as Section 63, Block 37, Lot 26, containing approximately 381,805 sf of land in total in a district zoned BUSINESS 1.

CC: Mayor David B. Cohen

The purpose of this memorandum is to provide the Board of Aldermen and the public with technical information and planning analysis which may be useful in the special permit decision making process of the Board of Aldermen. The Planning Department's intention is to provide a balanced view of the

33-35 Boylston Street

Land Use Map

Land Use

- Single Family Residential (SF)
- ^{mwg} Multifamily Residential (MF)
- Commercial (COM)
- Industrial (IND)
- Mixed Use (M/U)
- Vacant Land (VAC)
- Golf Course (GC)
- Open Space (O/S)
- Private Educational (PRV/ED)
- Nonprofit Organizations (NP/ORG)
- Public Housing (PH)
- Tax Exempt (T/EX)

Ponds/Rivers

Pond Names

Street Names

Buildings

I Property Boundaries

Ej

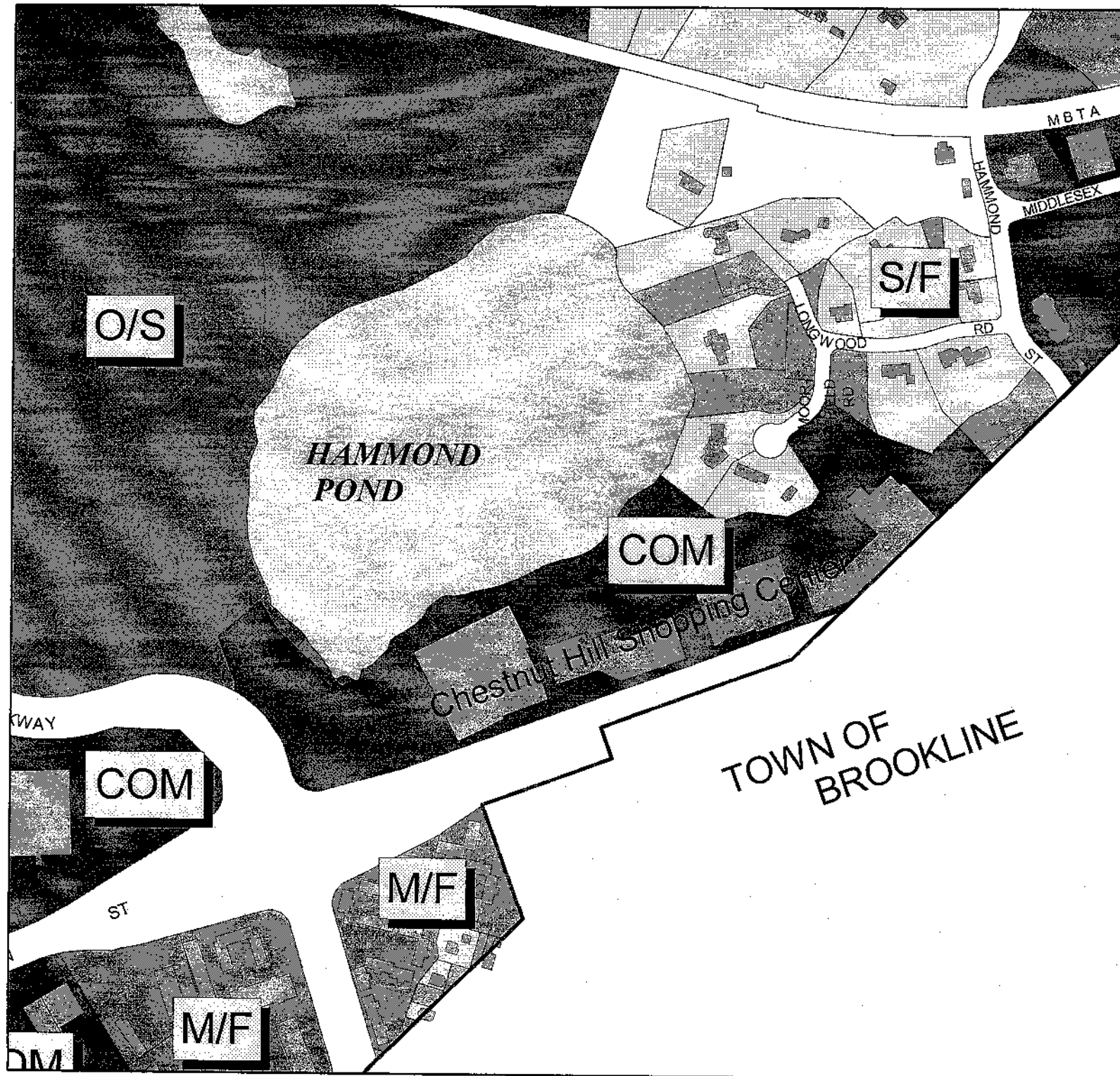
Newton Boundary

1" : 368.5'



The information on this map is from a digital data base accessed using the Newton Geographic Information System (GIS). Newton cannot guarantee the accuracy of the information contained on this map. Each user of this map is responsible for determining its suitability for his or her intended use or purpose. City departments will not necessarily approve applications based solely on GIS data. Applicants for city permits and licenses must inquire of the relevant city department for applicable requirements. City staff correct errors in these data as they are identified. Newton's GIS Administrator maintains records regarding the source materials and methods used to create the digital data and will disclose this information upon request.

DATA SOURCES (Not all Necessarily apply to M. map):
Parcel boundaries compiled on 1991-1990 after "bar" boss maps. Building footprints and edge-of-pavement from Boston Edison (based on 1991 aerial photographs). Newton staff have updated the buildings from build, permits and parcel boundaries from subdivision plans. Thematic data (e.g., zoning, land use) are from the Assessor's CAM database.



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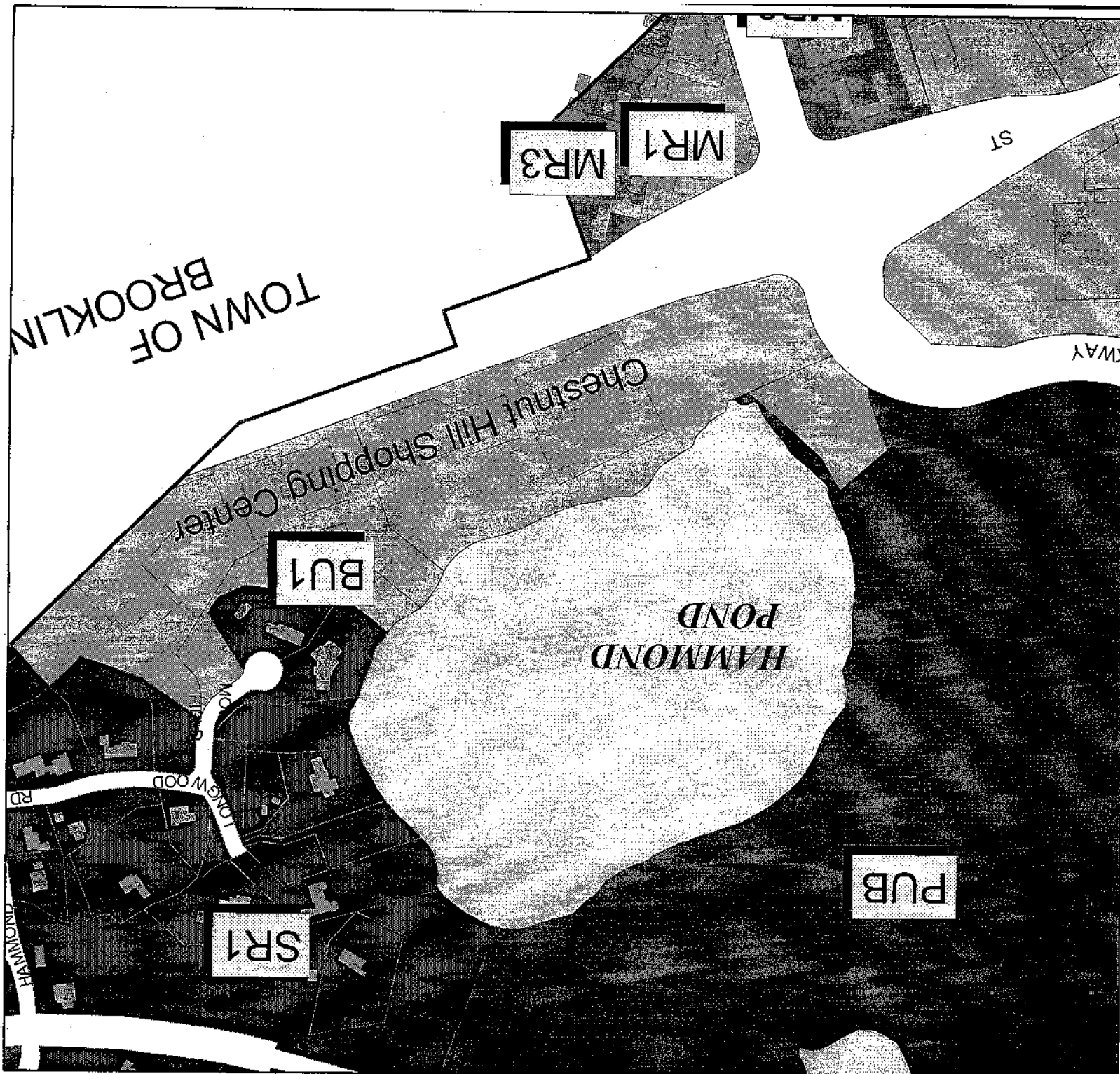
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issues with the information it has at the time of the public hearing. There may be other information presented at or after the public hearing that the Land Use Committee of the Board of Aldermen will consider in its discussion at a subsequent Working Session.

EXECUTIVE SUMMARY

The petitioner, in conjunction with Mayor David B. Cohen, is seeking a special permit to allow for the removal of 3 parking stalls, the re-striping of 8 existing spaces and the relocation of 37 non-conforming parking spaces at the Chestnut Hill Shopping Center to allow for the installation of a bioretention facility at Hammond Pond.

I. BACKGROUND

In January 2003, the City of Newton, through the Conservation Commission and the Hammond Pond Task Force, received approval for a grant application in the amount of \$149,500 from the Massachusetts Department of Environmental Protection (DEP) for stormwater improvements in the vicinity of Hammond Pond, through the construction and installation of a bioretention facility. The application had been submitted by the City of Newton's Senior Environmental Planner, on behalf the Conservation Commission and the Hammond Pond Task Force, in order to begin implementation of the some of the recommendations included in the *Hammond Pond Stormwater Management Master Plan*, prepared by Horsley & Witten (now Horsley Witten Group) in 2002.

Bioretention facilities consist of porous soil, a topping layer of common hardwood mulch, and establishment of a variety of different plant species. Construction of the bioretention facility at this location was chosen because this area experiences frequent "pooling" of rainwater and is significant in the parking lot's drainage pattern. Once complete, the bioretention facility will aid in the filtering of waste in the surface water runoff from the parking lot.

On August 8, 2003 [B.O. #317-03(2)(3)], the Board of Aldermen voted to accept the grant and authorized its expenditure. In addition, based on the preliminary plans, the Board approved a special permit (Board Order #317-03, dated December 8, 2003) granting a waiver to the parking ordinance to allow for the removal of three (3) parking spaces at the subject property, the Chestnut Hill Shopping Center, to allow for the installation of the bioretention facility.

Due to the extensive amount of time involved with the design of this facility, and recognition that some additional site work would be needed to facilitate the proper design, that special permit was never exercised and has since expired.

Although the grant was due to expire at the end of June 2006; Mayor Cohen filed for and was granted an extension of time, with the provision that all the work related to the grant be completed by May 2007. The property owner and City staff, along with the Horsley Witten Group, have been working diligently to meet a very aggressive schedule, which requires a late August construction start date, in order to complete all work by May 2007. This current

petition includes additional waivers to the parking ordinance that are necessary to install a proper bioretention facility.

H. ELEMENTS OF THE PETITION

The petitioner and Mayor Cohen, representing the City of Newton, propose to remove 3 existing parking spaces, relocate 37 non-conforming parking spaces, and restripe 8 existing spaces within the parking lot at the Chestnut Hill Shopping Center in order to construct and install in their place a bioretention facility. The bioretention facility includes a combination of underground and surface improvements, and is being constructed to improve the quality of the stormwater run-off into Hammond Pond. The changes to the parking facility are necessary to allow for areas of pavement, adjacent to the Pond, to be removed and replaced with layers of soil, which will be planted with specific types of vegetation that are particularly good at filtering out impurities from water.

HL ZONING RELIEF BEING SOUGHT

The petitioner is seeking relief from or approvals through the following sections of the Zoning Ordinance:

- *Section 30-19(m) of **the Zoning Ordinance, which allows the Board** of Aldermen to grant a special permit to allow for exceptions to the dimensional requirements for parking if it is **determined that compliance is impracticable due to the nature** of the site and that such exceptions would be in the public interest. A waiver is required under Section 30-19(d) from the minimum number of parking stalls to be supplied for each type of building or land use including the removal of 3 parking stalls;*

Section 30-21 (b) to allow the alteration/extension of a nonconforming use for partially relocating, without altering the dimensions of 37 undersized parking stalls;

- *Section 30-23 for Site Plan Approval; and*
- *Section 30-24 for Special Permit Approval.*

The Chief Zoning Code Official (CZCO) has reviewed the petition. (SEE ATTACHMENT "A"). The Planning Department notes that since the CZCO completed his zoning review, some slight modifications were made to the plans, such that only 37 space, as opposed to 45 spaces noted in the Zoning review, will be relocated, and the remaining 8 spaces will simply be restriped. These changes were discussed with the CZCO, who concurs that relief is not needed for the restriping of those eight spaces.

IV. SIGNIFICANT ISSUES FOR CONSIDERATION

In reviewing this petition, the Board of Aldermen should consider the following:

- *Whether the removal of 3 parking spaces will have any adverse affects on the immediate residential neighborhood.*
- *Whether the granting of the waiver for three parking spaces would adversely affect the available parking supply and/or vehicular and pedestrian movement on-site.*

Whether the partial relocation of 37 undersized parking stalls would be substantially more detrimental to the neighborhood than the existing nonconforming parking facility.

V. CHARACTERISTICS OF THE SITE AND NEIGHBORHOOD

A. Site

The existing Chestnut Hill Shopping Center has been in operation at its present location for approximately 50 years. Bloomingdale's, a Legal Sea Foods restaurant, and a movie theatre are a few of the 18 existing businesses that make up the shopping center. The petitioner proposes to remove 3 parking spaces, re-stripe 8 existing spaces and relocate 37 non-conforming spaces at the northern edge of the parking lot behind Bloomingdale's and Legal Sea Foods, adjacent to Hammond Pond to construct a bioretention facility.

The three parking spaces that will be removed, the 8 existing spaces that will be re-stripped and the 37 spaces that will be partially relocated are located entirely on Lot 26, the subject property. In the previous petition, the three parking spaces that were to be removed, were three parallel spaces that were grouped together and located over 150 feet northwest of the Bloomingdale's parking structure, within 25 feet south of the edge of Hammond Pond. The current plan depicts that space # 3 will be converted from a parallel space to a perpendicular space. In the place of removing Space #3, the new plan will remove Space #48.

The 37 relocated non-conforming parking spaces are located on Lot 26 directly behind what is currently Bloomingdale's women's department store. Stall #3 is being changed as noted above and the other thirty-six (36) stalls (stalls #12 to #47) will be pulled back anywhere from 2 to 15 feet from Hammond Pond, while the other 8 stalls (stalls #4 to #11) will simply be just re-stripped. The eight re-stripped stalls do not now need any relief or approvals from the Board.

B. Neighborhood

Boylston Street (Rt. 9) runs east/west and has an access road running parallel to it, both of which are located just south of the shopping center. Hammond Pond, at over 10 acres in size, is located to the north. There are two north/south running roads that access the Chestnut Hill Shopping Center from the west and east. Hammond Pond Parkway lies to the west, and accesses the shopping center near Bloomingdale's, while the similarly named Hammond Street lies to the east of the shopping center. It is the former, Hammond Pond Parkway, which is the primary vehicle access point for Bloomingdale's and the retail uses on the western end of the shopping center. The Town of Brookline lies to the south and east of the shopping center.

VI. ANALYSIS

A. Technical Considerations/ Parking Requirements

The petitioner is seeking a special permit to allow for the elimination of three parking stalls and the relocation of 37 non-conforming parking stalls.

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# of Parking Stalls	1,665	1,322 (Nonconforming)	1,319 (Nonconforming)

The existing parking area at the Chestnut Hill Shopping Center is an existing nonconforming facility. The Chief Zoning Code Official noted in his memo that, "as no use served by this parking is altered or expanded, the requirements of Section 30-19(c) or (d) do not apply in this case."

The Planning Department notes that the reduction of 3 parking spaces will represent a loss of 0.2% from the available parking spaces at the shopping center. The Planning Department does not believe the elimination of the three parking spaces will have any adverse impacts on the parking demand for this shopping area.

It is worth noting that the relocated non-conforming spaces will be in the same configuration (same dimensions as existing stalls), just moved further back from Hammond Pond. This is possible because the existing maneuvering aisle exceeds the maneuvering aisle width requirements established in Section 30-19. Once the spaces are relocated, the maneuvering aisle adjacent to these stalls will meet the 24 ft. minimum requirement.

B. Site Engineering

The City Engineer has completed his review of the submitted plans. (*SEE ATTACHMENT "B "*). The comments involve requests for additional details that will need to be incorporated into or submitted in conjunction with the final engineering plans, which will need to be reviewed and approved by the City Engineer prior to the issuance of any building permits. ***It is important to note, that the Department of Public Works will be responsible for some aspects of the construction of this project and, as such, some of the items included in the City Engineer's memorandum, will actually be the responsibility of the Department of Public Works staff.***

C. Conservation Commission

The *Hammond Pond Stormwater Management Master Plan* included recommendations for specific projects that, if constructed, would improve the stormwater management into Hammond Pond. This particular petition represents not only the first of the Master Plan's stormwater management projects that is expected to be constructed, it is also the biggest and most important stormwater project planned for Hammond Pond. As previously noted, the City of Newton received a grant in the amount of \$149,500 from the Massachusetts Department of Environmental Protection for stormwater improvements in the vicinity of Hammond Pond. The grant will pay for the removal of, and alterations to, the pavement and the design and construction of the bioretention facility.

There are additional stormwater management projects that are envisioned for Hammond

Pond, which will be implemented when funding has been appropriated. These future stormwater management projects include a Vortech unit (or equivalent) which is designed to be an underground device that collects debris and grease and oils from stormwater runoff, and a *forebay*. (A *forebay* is a constructed barrier in the water, surrounding an outlet pipe, and is designed to corral sediments within the barrier so that sediments brought into the pond from the pipe do not get spread throughout the entire pond.)

D. Handicapped Access

There are currently 25 handicapped accessible parking stalls for the 1,322 stall parking facility, which meets the Zoning Ordinance requirements. The proposed decrease in 3 parking stalls would not remove existing handicapped accessible parking stalls, and would not result in an adjustment in the number of handicapped accessible parking stalls required for the western area of the shopping center, or for the shopping center as a whole.

E. Landscaping/ Bioretention Facility Design

There will be an increase in landscaping as a direct result of the petition. The proposed bioretention facility acts as a natural filter through the use of soils and a combination of specific plants. While the elements of the filter, soils and plants, are simple enough, it is the thoughtful placing of the elements that make a filter that is highly suited for reducing man-made wastes from entering into bodies of water.

Construction of the bioretention facility is somewhat dependent upon the existing conditions at the site, namely the depth of the water table. The finished bioretention facility will consist of layers of soil deposited to a depth of up to five feet below the existing grade. As much of the bioretention facility is underground, from above ground, the casual observer of the bioretention facility will see merely a grouping of transitional and aquatic plants, grasses, shrubs and trees.

F. Relevant Site Plan Approval Criteria

1. Convenience and safety of vehicular and pedestrian movement

The reduction of 3 parking spaces and relocation of 37 non-conforming spaces adjacent to the shoreline for Hammond Pond to allow for the construction of the bioretention facility should not impact the convenience or safety of vehicular and pedestrian movement. In fact, since the current drive aisle is excessively wide, there are concerns about speeding traffic in the parking lot. The reduction in the drive aisle width to 24 ft. should actually result in a safer environment for both pedestrians and vehicles, as the reduced width will act as a traffic calming measure.

2. Adequacy of the methods for disposal of sewage, refuse and other wastes and of the methods of regulating surface water drainage

The proposed bioretention facility is specifically designed to assist in the cleansing of debris and oils from surface water drainage before it is drained into Hammond Pond. This will be a significant improvement to drainage of stormwater into Hammond Pond.

3. Avoidance of major topographical changes

The proposed bioretention facility will incorporate a shallow landscaped depression to filter stormwater runoff before being collected in an underdrain pipe to be discharged into Hammond Pond.

G. Relevant Special Permit Criteria

1. The specific site is an appropriate location for such use.

The petitioner is not proposing to change the use or to expand in any way the existing uses at the site. The petitioner is seeking to remove three spaces from the site and relocate 37 non-conforming spaces to satisfy the concerns of the City's Conservation Commission. The Planning Department believes that the proposed bioretention area that will be provided as a result of the removal of 3 parking spaces will be a benefit to Hammond Pond, its human visitors and wildlife residents.

The proposed location for the bioretention facility was recommended *in The Hammond Pond Stormwater Management Master Plan*, which was prepared by Horsley Witten Group, a well-known environmental engineering firm. The City's Senior Environmental Planner and the Conservation Commission both support the location of the proposed bioretention facility.

2. The use as developed and operated will not adversely affect the neighborhood.

Because of the reconfiguration of the parking layout, there will be little change in the amount of open space, and no negative impact on the existing wooded area north of the parking facility, and adjacent to Hammond Pond.

3. There will be no nuisance or serious hazard to vehicles or pedestrians.

The proposed reduction of 3 parking stalls and relocation of 37 spaces does not appear to pose a nuisance or serious hazard to vehicles or pedestrians. The maneuvering aisle width will be reduced to 24 ft., which should help to control speeds of vehicular traffic.

H. Extension or Alteration of a Nonconforming Use/Structure

The partial relocation of 37 parking spaces will not be substantially more detrimental than the existing parking facility configuration, because the spaces are being relocated but not being altered dimensionally. This can be accommodated because the existing

maneuvering aisle width is excessive. The maneuvering aisle width will be reduced to 24 ft., which is the width required by the Parking Ordinance, Section 30-19, and the amount of impervious surface will be reduced for the benefit of the water quality in the pond.

VII. SUMMARY

The petitioner proposes to remove three existing parking spaces from the parking lot and relocate 37 other existing parking stalls at the Chestnut Hill Shopping Center in order to construct and install a bioretention facility. Construction of the bioretention facility at this location was chosen because of its significance in the parking lot's drainage pattern and because this portion of the site experiences frequent "pooling" of rainwater. Once constructed the bioretention facility will aid in the filtering of wastes in the surface water runoff from the parking lot.

The present special permit application follows up on previous actions that have been taken by the Board of Aldermen concerning the proposed bioretention facility in this location. The Planning Department believes that the loss of 3 parking spaces at this particular location will not have any adverse impact on parking demands for the mall and is justified because of the potential the benefits to Hammond Pond and its ecosystem through the construction of a bioretention facility.

Zoning Review Memorandum ATTACHMENT A

Dt: June 13, 2006

To: Michael Kruse, Director, Department of Planning and Development

Fr: Juris Alksnitis, Chief Zoning Code Official

Cc: Howard Levine, representing Chestnut Hill Shopping Center LLC/C&R Realty Trust, Daniel E. Rothenberg & Julian Cohen, Trustees

John Lojek, Commissioner of Inspectional Services

Re: Elimination of 3 parking stalls to accommodate bio-retention area.

Applicant: City of Newton and CH Shopping Center LLC	
Site: 33-35 Boylston St., Chestnut Hill	SBL: Section 63, Blk 37, Lot 26; part Lot 25
Zoning: Business 1	Lot Area: 381,805 sq. ft. [lot 26]
Current use: Parking stalls	Prop. use: Bio-retention facility

Background:

On December 8, 2003, the Board of Aldermen approved BO# 317-03(3) granting a special permit to eliminate three existing parking spaces at the subject site. The purpose was to enable the installation of a bio-retention area to improve the quality of storm water runoff into Hammond Pond. This is part of a state-approved plan funded by a grant of state funds to improve storm water management impacting Hammond Pond and to prevent degradation of the Pond. However, as the initial special permit lapsed, the petitioners now seek anew the approval granted pursuant to BO#317-03(3). The current plans extend the bio-retention perimeter area and include adjustments to a portion of existing non-conforming parking.

Administrative determinations

1. The City and representatives of Chestnut Hill Shopping Center are jointly sponsoring this petition to achieve an important public good through a key improvement to storm-water management; which will mitigate current detrimental effects upon the water quality of Hammond Pond. Implementation of this project is part of a state-approved and funded storm water management project to install a series of bio-retention areas benefiting the public and the environment along a portion of the Hammond Pond shoreline. The City and the petitioners have made the necessary legal arrangements to allow placement of the bio-retention areas on private property. While plans encompass a larger area as part of this undertaking, the subject petition involves a segment primarily within Lot 26 and a small section within Lot 25. The immediate locus is particularly suitable, as the parking stalls to be eliminated are in a low area and are typically partially under water due to runoff.
2. Currently existing parking within the Chestnut Hill Shopping Center is pre-existing and nonconforming. Based on data provided pursuant to Board Order #401-03 pertaining to the nearby Star Market, the overall site contains approximately 1,322 parking stalls distributed across several business lots, including Lots 25 and 26. The

Zoning Relief Summary (cont.)

Ordinance	oncon ormi	Action Required
30-19(m), <u>30-21(b)</u>	Approval to extend non-conforming parking by partially relocating <u>45 existing non-conforming parkin spaces.</u>	X
30-24(d)	Approval of special permit to eliminate three pre-existing parking stalls to make way for a bio-retention area to better manage storm water runoff and prevent degradation of Hammond Pond.	
60#401-03	Coordinate subject project area with tolled BO #401-03 and <u>reconcile special permit legal authority as needed.</u>	X

Materials and Plans reviewed:

- Board Order #317-03(3), December 8, 2003, granting special permit to eliminate 3 parking spaces (lapsed).
- Board Order #401-03, December 15, 2003, granting special permit for the construction of a proposed new Star Market store.
- Plan set titled "Star Market Chestnut Hill Shopping Center, Newton, MA" dated September 30, 2003, revised as noted on plans, prepared by Appledore Engineering, Inc., Pease International Tradeport, 15 Rye St., Suite 305, Portsmouth, NH 03801, including sheets A-1 through A-4 and C-1 through C-14.
- Plan set titled "Hammond Pond Stormwater Management Improvements, City of Newton, MA, 95% Design Plans", dated May 22, 2006, prepared by Horsley Witten Group Environmental Services, 90 Route 6A, Sandwich, MA 02563, signed and stamped by Richard A. Claytor, Registered Professional Engineer, consisting of the following:
 - Sheet 1 of 9 – Cover sheet
 - Sheet 2 of 9 – Existing Conditions Plan
 - Sheet 3 of 9 – Site Key Plan
 - Sheet 4 of 9 – Site Plan (1)
 - Sheet 5 of 9 – Site Plan (2)
 - Sheet 6 of 9 – Planting Plan
 - Sheet 7 of 9 – Construction Details (1)
 - Sheet 8 of 9 – Construction Details (2)
 - Sheet 9 of 9 – Construction Notes

**CITY OF NEWTON
ENGINEERING DIVISION**

MEMORANDUM

To: Ald. George Mansfield, Land Use Committee Chair

From: John Daghljan, Associate City Engineer
Lou Taverna, P.E., City Engineer

Re: Special Permit – Hammond Pond Stormwater Management Improvements

Date: July 7, 2006 (rev)

CC: Mike Kruse, Director of Planning

Eileen McGettigan, Assistant City Solicitor, (via email)

Nancy Radzevich, Chief Planner (via email)

Linda Finucane, Associate City Clerk (via email)

Martha Horn, Sr. Environmental Planner (via email)

Bob Merryman, Planner (via email)

In reference to the above site, I have the following comments for a plan entitled:

*Hammond Pond Stormwater
Management Improvements
Newton, MA
95% Design Plans
Prepared by: Horsley Witten Group
Dated: 5-22- '06*

1. A survey plan will be prepared that shows the temporary construction easement(s) relative to the external property lines. The compass bearings and distances will be identified for the easement limits, and this plan will be stamped by a Registered Land Surveyor and recorded at the Middlesex Registry of Deeds. This plan and document will be recorded prior to any construction activity. A copy of the instrument number will be submitted to the City Clerk's Office prior to any construction. Engineering Division has been tasked to prepare the survey plan.
2. The ownership and maintenance responsibilities of the proposed stormwater management facilities will be delineated. The City is to provide some in-kind maintenance services, and a permanent access easement is needed.
3. A Notice of Intent will be required for the proposed drainage improvements.

4. An Operations & Maintenance Plan will be prepared for the long term care and maintenance of the proposed improvements. Engineering Division will work with Horsley Witten Group to prepare the O&M plan.
5. A construction management plan will be prepared that identifies at a minimum: staging site, schedule of events, time for completion, emergency telephone numbers for site management personnel, parking for construction employees during construction, phasing sequence of construction activity, time table for planting various species for the bio-retention systems. Engineering Division will work with Horsley Witten Group to prepare the construction management plan. Some construction is to be performed by Public Works crews, and some construction is to be performed by a construction contractor. A broad-based construction schedule was prepared by Engineering Division, and is attached for information.
6. Storm events above which the stormwater improvements are designed for may result in some local flooding of nearby property (i.e. parking lot) when the capacity of the proposed systems are exceeded.
7. Other than the detail provided, a dewatering plan/narrative will be prepared for the site improvements, specifically for the facilities along the edge of the pond. Some dewatering is to be performed by Public Works crews, and some dewatering is to be performed by a construction contractor. Engineering Division will work with Horsley Witten Group to prepare the dewatering plan.
8. If the proposed 2-foot wide walkway on top of the embankment of the bio-retention facility is intended for public access, it needs to comply with the Commonwealth of Massachusetts Architectural Access Board's Regulations.
9. An overall site plan will be prepared that shows the proposed stormwater improvements of this plan and any other proposed improvements. Engineering Division will work with Horsley Witten Group to prepare the site plan.
10. A traffic/detour plan will be developed for the construction phases. Engineering Division will work with Horsley Witten Group to prepare the traffic/detour plan.
11. The construction contractor is responsible for contacting the Engineering Division and scheduling an appointment 48 hours prior to the date when the utilities will be made available for an inspection of drainage system installation. The system shall be fully exposed for the inspector to view; backfilling shall only take place when the City's Inspector has given their approval. *This note should be incorporated onto the plans*

12. Prior to Occupancy permit being issued, an As-Built Plan shall be submitted to the Engineering Division in both digital format and in hard copy. The plan should show all utilities with final grades, any permanent easements, drainage improvement facilities and final grading. *This note must be incorporated onto the site plan.*
13. If a Certificate of Occupancy is requested prior to all site work being completed, the applicant will be required to post a Certified Bank Check in the amount to cover the remaining work. The City Engineer shall determine the value of the uncompleted work. *This note must be incorporated onto the site plan.*

If you have any questions or concerns please feel free to contact me @ 617-796-1023.